



Lee County Claims Committee Minutes

Lee County, Illinois

Apr 19, 2023 at 9:00 AM CDT

Old Lee County Courthouse, Third Floor Committee Room, 112 E 2nd St
Dixon, IL 61021

I. Call to Order

Meeting was called to order at 9:03 a.m., by Chair Mike Zeman.

II. Committee Member Roll Call: Chair Mike Zeman, Nancy Naylor, Angie Shippert, and alternate Chris Robertson.

Mike Zeman, Nancy Naylor, and Angie Shippert all attended in person. Chris Robertson did not attend the meeting.

III. Meeting Attendees and Visitors

Becky Brenner (Board Secretary) attended in person. Wendy Ryerson attended briefly to help with US Bank claims.

IV. Approval of the Minutes from the Previous Meeting (April 5, 2023)

Minutes from the April 5, 2023, Lee County Claims Committee Meeting were approved as presented without modification.

V. Review and Approval of Bi-Weekly Claims

Mike Zeman logged into miViewPoint and initiated the review of 48 claims in the queue.

- One invoice was revised by the committee after contacting the Department Head. The Department Head gave consent to the committee to change the dollar amount because numbers were transposed.
- A US Bank claim missing an invoice was approved by the committee and revised by the Treasurer's Office. The Department Head emailed the missing invoice to the Treasurer's Office, which in turn uploaded the invoice into the system to balance the claim.
- A second US Bank claim missing an invoice was approved by the committee and revised by the Treasurer's Office. The Department Head emailed the missing invoice to the Treasurer's Office which in turn uploaded the invoice into the system to balance the claim.

The committee forwarded all claim 48 invoices to the Full County Board for ratification.

VI. Old Business

A. Review of Claims Procedures

The committee briefly discussed the order in which claim invoices should be scanned into the miviewPoint software. For instance, credit card invoices should be scanned into a pdf that mirrors the itemized list of charges on the

statement. Wendy Ryerson agreed to discuss the matter at the Department Head Meeting later in the day.

VII. New Business

There were no items under New Business.

VIII. Executive Session

There was no request for an Executive Session.

IX. Adjournment

Motion to adjourn at 10:48 a.m. **Moved** by Angie Shippert. **Second** by Nancy Naylor.

The next Lee County Claims Committee Meeting is scheduled for
9:00 a.m., on Wednesday, May 10, 2023

Respectfully submitted by:
Becky Brenner - Board Secretary